

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

9 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (2-8 May 1985)

A. PROGRESS ON ACTION ITEMS

1. OSS RECORDS. A request to transfer an additional 130 cubic feet of OSS records has been submitted to the National Archives and Records Administration (NARA). This is the fifth group of OSS records offered to NARA, and it includes all [redacted] Records. The transfer is expected to be made at the end of the month.

2. TRIS TRAINING. The Directorate RMOs have provided the Information Resources Management Division (IRMD) with the names of Top Secret Control Officers (TSCOs) and registry personnel to be trained in the Top Secret Control Automated Data System (TSCADS) and The Records Information System (TRIS). TSCADS training will begin on 1 July 1985 in Room 336 Ames. Fifty-six employees from DO, DI, DS&T, and the DCI Area have been given their training dates. Training of registry personnel on TRIS will begin in August, in the priority order submitted by the Directorate RMOs.

3. SEARCH FOR TOP SECRET DOCUMENTS. The Directorate of Intelligence Records Management Officer (DI/RMO) was informed that searches for Top Secret (TS) collateral documents have been completed in the Offices served by the TSCOs of the Office of Current Production and Analytic Support (CPAS) and the Office of Soviet Analysis, and that searches are continuing in the CPAS holdings at the Records Center and in the components served by the DI Registry TSCO. Through these and other efforts, unaccounted for documents charged to DI components have been reduced from 6,600 to 4,700 as of April 1985. Further to the subject of TS collateral documents, the 1985 TS collateral document inventory for Agency offices has begun. Memoranda and document listings are being distributed to TSCOs for verification, with response dates tailored to the size of office holdings.

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B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. FEDERAL REGISTER LIAISON. On 3 May 1985, the Agency's liaison officer with the Office of the Federal Register handcarried a new Federal regulation concerning the Agency Security Protective Service (SPS) to the Office of the Federal Register for publication on 6 May. The Office of Security (OS) requested expedited service in order that SPS could assume the police security function for Agency facilities in the United States from the General Services Administration on 6 May. The editorial and publications staff of the Federal Register were cooperative, the deadline was met, and OS was appreciative of our efforts.

4. REGULATORY POLICY DIVISION COST CONSCIOUS. The Office of Personnel (OP) submitted a proposed employee bulletin advising the Agency's hearing-impaired employees that a telecommunications device has been installed in the Insurance Operations Division. During the processing of the bulletin, the Regulatory Policy Division (RPD) determined that there are only 20 employees in the Agency with hearing impediments. RPD suggested to OP that individual memoranda to each of the 20 would be more appropriate as well as cost-effective. OP agreed with the recommendation and the bulletin was not processed.

5. INFORMATION AND PRIVACY DIVISION REPORT. The well-known "FOIA backlog" took an upswing during this reporting period; it is now at 2,398. This is only the second week in 1985 that the backlog has not declined; it is attributable to an above-average increase in new cases--101--compared to the norm of 50. A particularly interesting request came from a Los Angeles woman for information regarding the

other to a requester informing him that two of his current FOIA requests are in suspense because of his failure to pay FOIA fees (\$500) on a previous request. He was told that he had 90 days to pay or two current requests would be canceled pursuant to Agency policy as set forth in the Code of Federal Regulations.

Attachment

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8 May 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (1 - 7 May 1985)

1.	<u>The Week in Review</u>	<u>1 - 7 May 1985</u>	<u>1985 Weekly Average</u>
a.	New cases	101	56.5
b.	Cases closed	52	85.5
c.	New appeals logged	5	2.7
d.	Appeals closed	1	1.1
e.	Manpower (man-weeks)	100.4	102.6
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2398		
b.	Appeals - 169		
c.	Open litigations - 91		
3.	<u>Spotlighted Requests</u>		

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STAT IPD, [REDACTED] (8 May 1985) (Final)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OLL
1 - OP
1 - OL
STAT 1 - C/IMS, [REDACTED]
STAT 1 - DDO/IRO
21 - DDO/IMS, [REDACTED]
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OTE/MAT
1 - IRG/OS
1 - IPD Subject
1 - IPD Chrono
1 - IPD Reading Board
1 - HGH

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07 May 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

SUBJECT: Weekly Report (1-7 May 1985)

1. C/CRD met with C/IRMD and two representatives of IRMD to discuss the possible need of a Memo of Understanding for records that will be accessioned to NARA under the Historical Review Program. An MOU was drafted and signed to cover the OSS records now being transferred to NARA. Alan Thompson, Chief of the Declassification Division at NARA, stated that the OSS MOU does the job and everyone is happy with it and suggests that it be used to cover the other CIA records to be accessioned. No definite conclusion were reached. Opinion seemed to be that the problem should be considered with each group of records accessioned and a decision made at that time. [REDACTED]

2. C/CRD talked with [REDACTED] IMS/DO about CRD's role in the Historical Review Program. [REDACTED] confirmed that the DO did not want CRD reviewing DO records. C/CRD explained in far more detail than before how CRD planned to conduct the review, and that our objective was to provide a service of common concern to the other parts of the Agency. To clarify this further C/CRD has prepared a schedule of procedures for CRD use in the HRP which will provide considerable detail on how the review will take place. It is hoped that this will relieve some of the DO concern. [REDACTED]

3. [REDACTED] has retired and with him goes a great deal of DO experience and a close familiarity with classification review. He will be sorely missed. [REDACTED]

CLASSIFICATION REVIEW DIVISION
RECORD OF REVIEW

PERIOD: 29 April-3 May 1985 REVIEWER: _____ BRANCH: Combined Division

SOURCE OF MATERIAL TYPE OF REVIEW NO. OF DOCUMENTS NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE

ARMY

DIA

JCS

NAVY

NSA

OSD

NARS

WNRC

STATE

CDC/SR (FRUS)
(FRUS)

CDC/MR

OTHER

SUB TOTALS

Vietnam 1963
1955-57 Mideast

est 200
1 (cond)

est 400
700

201

1100

INTERNAL REQUESTS:

PRB

Pre-publication

1

5

IPD

Mss.

1

200

OLL

OGC

SAE

OTHER OSS Job 56-20

Separation

12

29

Systematic

600

600

614

834

SUB TOTALS:

SPECIAL PROJECTS

RIMS

OTHER

814

1234

GRAND TOTALS:

CLASSIFICATION REVIEW DIVISION
RECORD OF HISTORICAL REVIEW

PERIOD COVERED 29 April-3 May '85 DIVISIONAL Combined INDIVIDUAL _____

<u>ACTIVITY</u>	<u>MATERIAL</u> Job / Boxes	<u>EFFORT</u>
RECORDS SEARCH/SURVEY	_____ _____ _____	FT _____ HRS _____ _____ _____
PREPARATION FOR REVIEW	_____ _____ _____	FT _____ HRS _____ _____ _____
DECLASSIFICATION REVIEW	_____ _____ _____	DOCS _____ PGS _____ HRS _____ _____ _____
PROCESSING	_____ _____ _____	_____ HRS _____ _____ _____
PREPARATION FOR RELEASE	_____ _____ _____	DOCS _____ PGS _____ HRS _____ _____ _____
COMPUTER INPUT SYSTEM _____ _____ _____	_____ _____ _____	DOCS _____ PGS _____ HRS _____ _____ _____
CAPTURING DATA FOR RIMS	_____ _____ _____	DOCS _____ PGS _____ HRS _____ _____ _____
TRAINING	TYPE <u>Personnel</u> <u>Document Training (FRUS)</u> <u>Computer (VM)</u>	HRS <u>16</u> <u>24</u> <u>8</u>
ADMINISTRATIVE DUTIES	TYPE _____	HRS <u>15</u>
OTHER ACTIVITIES	TYPE <u>meetings, moving</u>	HRS <u>10</u>

ADMINISTRATIVE - INTERNAL USE ONLY

7 May 1985

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[REDACTED]
Acting Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report, 1-7 May 1985

A. PROGRESS ON ACTION ITEMS

1. TRIS TRAINING. The Directorate RMO's have provided Information Technology Branch (ITB) with the names of Top Secret Control Officers (TSCOs) and registry personnel to be trained in TSCADS (Top Secret Control Automated Data System) and TRIS (The Records Information System). TSCADS training will begin on 1 July 1985 in Room 336 Ames. A total of 56 personnel from DO, DI, S&T, and the DCI Area have been given their training dates. Personnel from the DA will be scheduled once additional information is received from the DA RMO. Training of registry personnel on TRIS will begin in August, in the priority order requested by the Directorate RMO's.

2. OSS RECORDS. A request to transfer an additional 130 cubic feet of OSS records has been submitted to the National Archives and Records Administration (NARA). This is the fifth group of OSS records offered to NARA, and it includes all [REDACTED] Records. The transfer is expected to be made at the end of the month.

3. SEARCH FOR TOP SECRET DOCUMENTS. In response to a DI RMO inquiry, [REDACTED] Information Control Branch (ICB), informed him that OIS annuitant searches for Top Secret collateral documents have been completed in the offices served by the TSCOs of the Office of Current Production and Analytic Support (CPAS) and the Office of Soviet Analysis, and that searches are continuing in the CPAS holdings at the Records Center and in the offices served by the DI Registry TSCO. Through these and other efforts, unaccounted for documents charged to DI components have been reduced from 6,600 to 4,700 as of April 1985.

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5. CLASSIFICATION GUIDE. [redacted] Information Management Branch (IMB), in his role as Agency National Security Classification Officer, sent a memorandum to all classification guide focal point officers requesting their recommended changes or additions to the [redacted]

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[redacted] A draft revision of [redacted] is expected to be completed by the end of FY 1985 and will be submitted for coordination through the Agency regulatory system.

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

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1. FEDERAL REGISTER LIAISON. On 3 May 1985, [redacted] IMB, handcarried the Agency's new regulation concerning the Agency Security Protective Service (SPS) to the Office of the Federal Register for publication in the 6 May edition. The Office of Security (OS) requested this expedited service so SPS could assume the police security function for Agency facilities in the United States from the General Services Administration on 6 May. The editorial and publications staff of the Federal Register were extremely cooperative, the deadline was met, and OS was appreciative of our efforts.

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2. MICROGRAPHICS MANAGEMENT. [redacted] IMB, met with [redacted] Foreign Broadcast Information Service (FBIS) RMO, to discuss a potential micrographics application at an FBIS field bureau. The bureau chief had requested that certain files be microfilmed to reduce burn time. The feasibility of this application will be determined when samples of the files are received from the field.

3. TOP SECRET CONTROL. The Document Accounting Section, ICB, has initiated the 1985 Top Secret collateral document inventory for Agency offices. Memorandums and document listings are being distributed to TSCOs for verification, with response dates tailored to the size of office holdings.

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4. TRIS BRIEFING. [redacted] ITB, presented a TRIS briefing to [redacted] Deputy Comptroller, and [redacted] Office of the Comptroller (O/Compt) RMO. They expressed interest in trying out the system in O/Compt when it becomes operational.

5. WANG ADMINISTRATION. The third OIS Wang Alliance system has been delivered and is being stored on the 11th floor until sufficient power to operate it is brought to the 12th floor CPU (central processing unit) area. Meanwhile, installation of Regulatory Policy Division's Wang equipment on one of the operational Alliance systems should be completed during the week of 6 May.

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6. PROFESSIONAL CONFERENCE. [] and

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[] IMB, attended the Association for Information and Image Management (AIIM) Annual Conference and Exposition, 29 April to 2 May 1985, at the DC Convention Center. The conference program was divided into topic tracks enabling each person to design his own seminar agenda based on individual interests. [] attended four education seminars addressing optical disk technology and the bridge between an optical disk system and computer-driven film based systems. The remaining time was spent visiting the equipment displays of more than 150 exhibitors. The information gained from attending this conference and exposition will prove useful when considering methods to improve office information management practices or when advising users on the appropriate equipment to use in different application areas.

7. RECORDS CENTER. Records Center personnel performed the following activities during the week:

RAMS:	Made 21 additions, 6 changes, and 66 deletions.
ARCINS:	Jobs received/edited: 13. Jobs keyed: 18 consisting of 1,701 entries. Jobs completed: 22. Title searches: 2 for OF.
Reference:	Serviced 2,534 requests for records.
Accessions:	Received 22 jobs totaling 171 cubic feet.
Disposition:	Transferred 310 cubic feet of material to the hammermill for destruction.
Special Runs:	One to OLL requiring two employees and six hours of overtime.

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7 May 1985

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 1 May
through 7 May 1985

1. RPD is currently handling 101 accounts. During the reporting period the Division received 13 proposed issuances for processing, published 18 issuances, and cancelled one. Of general interest is a notice informing of the temporary relocation of the CIA Operations Center, a pair of notices announcing appointments to key positions on the National Intelligence Council, and an employee bulletin providing the Director of Personnel's testimony on CIA retirement before the House Committee on Post Office and Civil Service.

2. The Office of Personnel submitted a proposed employee bulletin to advise the Agency's hearing-impaired employees that a telecommunications device has been installed in the Insurance Operations Division. RPD during processing determined that there are only 20 employees in the Agency who have hearing impediments. RPD suggested to OP that individual memoranda to each of the 20 would be more appropriate as well as cost-effective. OP agreed with our recommendation.

3. handled the comments by EXDIR, IG, and DS&T on

third draft, and forwarded them to the initiator of these issuances, the Office of Finance.

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4. The revision of [redacted] evoked comments from the Inspector General and the Office of Finance. The comments, along with a change requested by the Chairman of the Language Development Committee (LDC) and the EXDIR, were incorporated into a revised version of this notice and sent to the Chairman, LDC, for use at a 2 May meeting of the LDC on discussions of these changes. RPD received a revised version on 3 May with further changes resulting from the LDC meeting. C/RPD hand-carried the new drafts to OS, OP, and OGC at [redacted] prior to meetings there. The remainder were hand-carried to headquarters. (A-IUO)

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5. [redacted] initiated by the Office of Security, was forwarded for approval by the DCI because the revision involves extending to other officials an authority currently reserved exclusively for the DCI. (A-IUO)

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6. C/RPD met with OGC attorneys [redacted] to obtain action on several issuances forwarded to OGC for legal concurrence or revision. (U)

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7. [redacted] is attending a WANG Alliance Course on 6 and 7 May. (U)

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8. Our research assistant forwarded a copy of an expired notice [redacted] Your Help Is Needed in Reducing Telephone Costs, at the request of OSWR. (U)

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9. RPD responded to requests from DS&T, ORD, OP/RAO, OC, OGI, OEA, SOVA, OIT, OF Registry, OC/OL, OMS, IMS/MPG/PPB, OP/RMO, and OS. Our clerical personnel handled 178 telephone calls. (U)

[redacted]

Attachments

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